



Administrative Office of the Courts

Job Description

Job Title:	AOC Executive Assistant	Grade:	C117
Division:	Court Information Systems	Revision Date:	October 7, 2012
<p>POSITION SUMMARY:</p> <p>The AOC Executive Assistant is responsible for administrative support for the Court Information Systems Division. The Executive Assistant reports to the CIS Division Director and supports the work of the CIS group managers. The Executive Assistant may receive task assignments from CIS group managers and supervisors. Occasional work outside the office at training facilities and out-of-town travel is required.</p> <p>JOB DUTIES:</p> <ul style="list-style-type: none"> • Answer telephones, route calls, and take messages • Schedule and attend CIS Division meetings, take minutes and publish to appropriate staff • Collect and disseminate agency mail and personnel forms as necessary • Coordinate CIS Division meetings consisting of Outlook invitations, meeting facilities, catering food, and other miscellaneous support for meetings, such as snack/meal set up and clean up • Copy and disseminate various schedules, software requirements, and training material needed by CIS Division staff • Enter court data in Contexte case management system and train new employees on coversheet data entry in Contexte • Enter agency timesheet information into AASIS system • Maintain directory of court personnel; maintain district court caseload data • Maintain office fax and copier and ensure proper maintenance is performed • Make travel arrangements for CIS Division staff; replenish and maintain office supplies as needed • Monitor and ensure CIS Division motor vehicle mechanical service is performed as needed • Prepare agency documents graphs and reports; process and distribute periodic court reports • Other duties as assigned <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Education <ul style="list-style-type: none"> ○ A High School Diploma is required. An associate or bachelor degree in business administration, and relevant certifications in office software are highly desirable. • Experience <ul style="list-style-type: none"> ○ The Executive Assistant must have three years of experience in professional administration supporting the coordination, management and implementation of information technology projects and support programs serving the business needs of a large organization. • Knowledge, Skills, Abilities <ul style="list-style-type: none"> ○ Proficiency in editing grammar, punctuation, and spelling ○ Knowledge of general office procedures, record keeping, and office filing procedures ○ Ability to provide information and assistance to office staff, visitors, and callers ○ Ability to perform basic mathematical calculations ○ Must be proficient in Microsoft Office applications include Word, Excel, PowerPoint, Outlook, and Access ○ Ability to work independently and in a team and communicate effectively, orally and in writing ○ Ability to analyze problems and make effective recommendations and decisions; ability to communicate complex technical subjects clearly and concisely ○ Ability to manage, develop and motivate subordinates; ability to establish and maintain effective working relationships with a broad range of constituencies ○ Ability to plan, assign, supervise and coordinate the work of professional, technical and clerical support staff 			
Last Updated By:	Tim Holthoff		